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PERSONNEL DIRECTOR MEMORANDUM

18 March 1953

SUBJECT: Fingerprinting of Consultants and Experts

REFERENCE: Personnel Director Memorandum [REDACTED], Employment of Experts and Consultants, dated 2 June 1952

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1. The Security Officer has notified the Personnel Office that Agency consultants and experts must be fingerprinted pursuant to Executive Order 9835, as amended.

2. The following instructions shall hereafter apply in the Personnel Office to insure compliance with this requirement:

a. Procedure for Obtaining Prints in Washington

(1) Each consultant or expert who enters on duty in Washington will be fingerprinted on the same day as his appointment and security processing. The requesting office will inform the appropriate Transactions and Records Branch of the date of the individual's arrival and will refer him to the Branch at that time.

(2) The Transactions and Records Branch concerned will schedule an appointment for the individual to receive a security briefing and to be fingerprinted on the date he arrives in Washington.

(3) The Branch concerned will promptly refer the consultant upon his arrival to the Inspection and Security Office by giving him a 3x5 colored card containing the following statement: "Report for security processing to Room 1401 Wing 4, I Building". The Branch will instruct the individual to submit the card at the time of the interview and to acknowledge his status as a consultant, in order that his security briefing and fingerprinting can be effected without delay.

(4) Each Branch will maintain a supply of such cards for this purpose.

b. When a consultant or expert is appointed outside Washington, D. C. to perform his first assignment in the locality, prints will be secured in the area from an Agency contact office, local FBI office, state police unit, municipal police department or post office prior to the assumption of the individual's duties. The requesting office will indicate in the Remarks section of Standard Form 52 that the individual will perform his first assignment outside of Washington, D. C. The requesting office will decide which of the following methods should be used and will indicate this determination either in the Remarks section of Standard Form 52 or by memorandum as appropriate.

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(1) If the requesting office has no security objections to the disclosure of the individual's affiliation with the Agency, it will forward two copies of the fingerprint form used by the Agency (titled National Defense Program) to the individual along with the PHS and Appendix 1. (The Transactions and Records Branches will provide the offices serviced with a supply of fingerprint forms.)

(a) The requesting office will instruct the individual to secure the fingerprints from one of the local offices designated above and to forward the prints with the other forms. The individual may reveal Agency connection on the form if the question is raised.

(b) Upon receipt of the forms from the individual, the requesting office will transmit them to the appropriate Personnel Division.

(2) In other cases, arrangements will be made by a recruiter in the area for fingerprinting the individual during the period between the initiation of his security clearance and his first assignment. Whenever this method is elected by the requesting office, it will provide such information to the Personnel Division concerning cover, etc. as will enable the recruiter to make secure arrangements and the individual to answer questions on his place of employment.

(a) In each case when the requesting office designates use of this method, the Personnel Division concerned will transmit a memorandum to the Personnel Procurement Division requesting the action. The contact by the recruiter should be scheduled so that it will not necessitate special travel.

(b) The recruiter will contact the individual in person if feasible, or otherwise by telephone, and inform him of the necessity for fingerprinting. The recruiter will instruct him concerning the statements which he is authorized to make at the time prints are secured. Based upon the particular circumstances of the case, the recruiter will determine in his discretion whether the form should be given to the individual, or mailed to him, for direct submission to the place stipulated or whether he should prearrange with a local police or post office official for the individual to come in for the prints. In the latter case, the form will be given to the official contacted or the individual, as appropriate.

(c) When prepared, the prints will be forwarded, via the Personnel Procurement Division, to the Personnel Division concerned. The Personnel Division, upon receipt of the prints, will transmit them to the Inspection and Security Office, Room 1416 I Building

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with an attached routing slip indicating that the prints are for a consultant or expert.

4. This procedure does not apply to covert consultants who enter into contracts with Special Contracting Officer.

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Personnel Director

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